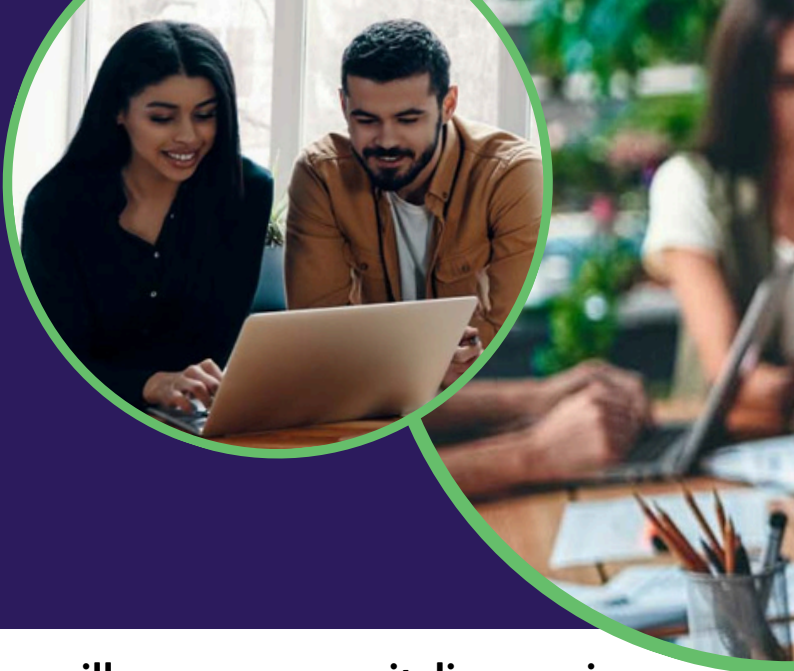


ADAPTIVE PLANNING

CHECKLIST



Implementing an adaptive people plan will ensure you capitalise on wins and protecting your business from change.

1

DO YOU HAVE A FLEXIBLE PEOPLE PLAN IN PLACE?

- ☐ Have you fostered a Resilient Leadership Team by providing Leadership Training to equip managers with skills to lead through change and uncertainty effectively?
- ☐ Have you conducted an annual Workforce Audit including a review of your roles, skills and performance of the team?
- ☐ Do you have Employee Feedback Loops in place including an annual Employee Engage Survey or regular smaller pulse surveys?
- ☐ Have you created Employee Communication Systems so the team are informed about business changes to maintain trust and minimize resistance to adaptation.
- ☐ Do you create (and implement) an Annual Training Plan to ensure people in your business are up to date with legislation changes, technology enhancements and skills required.
- ☐ Do you prioritise Cross-Training to equip employees with multiple skill sets to allow for role flexibility in response to planned leave and/or unexpected changes?
- ☐ Have you conducted a People Risk Assessment identify potential vulnerabilities, such as over-reliance on key employees or upcoming retirements, and plan contingencies?
- ☐ Have you create a Talent Pipeline by building relationships with potential hires and/or freelancers who can step in quickly if needed?

- ☐ Have you set aside time to Stay Updated on Business and Industry Changes, including regularly reviewing trends in your business and industry that might impact your business, your team, such as new technologies, market shifts, or changing regulations?
- ☐ Are you actively Partnering with Experts (HR Consultants, Networks, Advisors) to provide strategic advice tailored to your business, share insights and ensure compliance/best practice approaches?
- ☐ Do you Leverage Analytics to analyse data to predict trends and make informed decisions?

Book your People Planning Session Today!

